

# Policy

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**Subject:** Air Conditioners

**Policy Number:** 2021-12

**Effective Date:** November 2, 2023

**Approved by:** NCHC Board of Directors

**Reviewed by:** NCHC General Manager

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## Purpose/Overview

To ensure that any air conditioning unit that is installed and operated in a Northumberland County Housing Corporation (“NCHC”) unit is done in accordance with the manufacturer’s recommendation, and that the safety and well being of all NCHC property, tenants, guests and staff is maintained.

NCHC also promotes the importance of energy conservation within its housing stock. Tenants are encouraged to share in this responsibility in reducing energy costs through various initiatives that include but are not limited to:

- Using newer and more efficient air conditioners that are Energy Star rated;
- Limiting usage of air conditioners during peak periods and setting temperature controls;
- Using air conditioners that do not to exceed 6000 BTU; and
- Turning off air conditioners when tenants are absent from their units.

## Policy

Tenants must receive written permission from NCHC to install an air conditioner in their unit. Tenants that are granted permission to install an air conditioner must follow the following rules:

1. Air conditioners must be installed and removed by a qualified person and must not interfere with the building or other tenants (including condensation dripping);
2. Tenants are responsible for any associated costs to repair any damages caused by the air conditioner;
3. Noisy air conditioners must be repaired or replaced;
4. Installation of an air conditioner must not damage the premises (e.g. windows, exterior walls);
5. Air conditioning units, including electrical cords and plugs, must be maintained in good working order to protect against any fire hazards. The cord should be the appropriate gauge to handle the wattage of the air conditioning unit. Information on the wattage can be obtained from the manufacturer;
6. Air conditioning units installed in windows must be removed during the winter or have a proper cover. This removal or covering should coincide with when building heating systems are turned on in the fall; and
7. Air conditioning units must be operated in accordance with the operator's manual.

## Procedures

Tenants are required to inform NCHC when an air conditioning unit has been installed in their unit. In units where NCHC pays for hydro, an additional charge will be added to the rent to cover the extra hydro costs in accordance with NCHC Policy 2021-04 Excessive Use of Utilities Included in Rent. NCHC reserves the right to increase this extra charge from time to time in accordance with the *Residential Tenancies Act*.

NCHC staff may request access to the unit to visually inspect the area of the installation and note any damage that may have been done to the unit or exterior of the building. If any damage is noted, a charge back may be applied for the cost of repair.

## **Repealed Policy**

2008-06PM Air Conditioners

## **Legislative Authority**

Residential Tenancies Act

## **Cross Reference**

Chargeback Policy 2021-24